

Grants Timeline FY 2007

Deadlines / Dates	Descriptions	Responsible Parties	
January 2006	Applications become available for distribution to eligible/interested organizations	JCAC-Regional Services Coordinator (RSC)	
January 2006	Grant Writing workshops held in locations throughout the region and individual sessions arranged for discussion of grant requirements and procedures Monday, January 9 Loogootee East Elementary School Tuesday, January 17 Patoka Elementary-Eckerty Thursday, January 19 Throop Elementary-Paoli	JCAC- RSC	
February 17, 2006 (4:30 pm)	Deadline for Letter of intent from every organization intending to apply for Region 11 grant funding for FY2007.	Organizations to submit all items to RSC	
March 31 (4:30 pm)	Deadline for all grant applications in AOS/APS/Mini categories to be submitted in final form to the Jasper Community Arts Commission office, with all signatures and correct numbers of original and copies.	Organizations to submit all items to RSC	
April 3-7	Review of all grant applications, and contacting organizations of corrections necessary for review	JCAC- RSC.	
April 10-13	All grant applicants must submit final pages of application to qualify as eligible for review. Materials not on file by April 13, will be considered ineligible for review.	Orgs: Grant writers and authorizing officials	
April 18/20	Panel Training for county representatives involved in review of applications: distribute materials for review	RSC	
May 16 or 18	Panel Review of applications at a public meeting held at the Jasper Arts Center. Final date will be set by Panelists at the April training meeting and announced to all participating organizations by letter, and through the regional press.	RSC, Organizations, the public	
June 6	JCAC Board reviews and approves the recommendations of the panel for grants and amounts based on formula established by the Indiana Arts Commission.	JCAC Board and RSC	

June-July	Press releases are distributed for grant recipients based on dollars available from the IAC	RSC	
July 1, 2006	Fiscal year begins. Grant activities can begin for the current fiscal year and run through June 30, 2007.	Indiana Arts Commission establishes grant period	
July	Prepare and distribute Grant Agreement Contracts to all grantees, along with Budget Modification Forms	RSC	
July/ August	Return all Grant Agreements and Budget Modification Forms with signatures of designated authorizing officials	Orgs: Authorizing Officials to sign all forms	
August 23	<u>Mandatory</u> Grant Information meeting for all grantees, detailing procedures for all reporting, receipt of funds, deadlines, etc. (Meeting held 60 minutes prior to public Grants Award Ceremony)	Orgs: Grant writers/ authorizing officials, JCAC- RSC.	
August 23	Grants Award Ceremony: Jasper Arts Center,	JCAC Board, RSC, Organizations, State/Local officials & the public	
Sept. 5	JCAC Board Meeting: Claims for initial 90% of grant awards will be processed for all organizations that have completed Grant Agreements and Budget Modification Forms on file and approved prior to Sept. 1.	JCAC Board, as presented by RSC	
Sept. 15	Checks for initial 90% of awards will be mailed to all organizations approved at the 9/6 board meeting	RSC	
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	Grant period as printed on the grant agreement for FY2007 (based upon dates provided on application form)	Organizations provide these dates on original application	
	Final Grant Report Due Date...as printed on the grant agreement for FY2007 (30 days following end of the grant period)	IN Arts Commission allows for 30 days beyond project dates	